

# Los Alamos

NATIONAL LABORATORY

## memorandum

*Security and Safeguards Division  
S-6, Information and Personnel Security Group*

*To/Ms:* Master Management & Administrative Support  
*From/Ms:* Larry Freestone, S-6, G733  
*Phone/FAX:* 7-5897/5-5566  
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### **SUBJECT: MANAGEMENT REPORTING REQUIREMENTS**

In accordance with DOE O 472.1B, Attachment 1, paragraph 7.a., managers of L- and Q-cleared UC and contractor employees must promptly report certain information to the Laboratory's Personnel Security Office of S-6, Personnel and Information Security Group. Failure to report this information places your employee(s) clearance in jeopardy and puts the Laboratory in violation of Appendix G of its contract with the Department of Energy.

Verbal notification is required within 2 working days followed by written notification within the next 10 working days for the following:

- (1) When an applicant declines the offer of employment or fails to report for duty.
- (2) Under the following Laboratory personnel actions:
  - (a) Termination of employment.
  - (b) The individual's access authorization is no longer required.
  - (c) The individual is on a leave of absence or on extended leave and will not require access to classified matter or SNM for 90 consecutive calendar days. (NOTE: Upon request, this interval may be adjusted at the discretion of DOE AL.)
  - (d) The individual leaves for foreign travel, employment, assignment, education, or residence of more than 3 months duration not involving official United States Government business. (NOTE: This requirement applies even if the individual remains employed by the Laboratory or by one of its contractors.)
- (3) When aware of an individual's hospitalization or other treatment for a mental illness or other condition that may cause a significant defect in the individual's judgment or reliability.
- (4) When made aware of information of a personnel security interest. Such information must be characterized as reliable and relevant and create a question as to an individual's access authorization eligibility as exemplified in 10 CFR 710.8 (see the reverse of DOE F 5631.18).
- (5) When a foreign national under the Laboratory's cognizance becomes a United States citizen through naturalization or effects any other change in his/her citizenship status.
- (6) When Laboratory management restricts or withdraws an employee's access to classified matter or SNM without DOE direction.

If you have any questions concerning these reporting requirements, please contact the Laboratory's Personnel Security Office at 7-7253.